



**Certificate of Authorization
Biennial Renewal Application**
Board of Examination and Registration of Architects

1 Capitol Hill, 2nd Fl., Providence, RI 02908
Phone: (401) 222-2565 Fax: (401) 222-5744 www.bdp.state.ri.us

For Office Use only:

Check# _____

Date: _____ Amt. _____

Renewal Expiration Date: 12/31/06

- Renewal Fee: \$100. Late Fee \$25. Correction Fee \$25.
- FEE WAIVED IF NO EMPLOYEES
- Indicate Certificate of Authorization number on check.
- Make checks payable to: General Treasurer, State of RI

SOLE PROPRIETORSHIP #

☐ Yes, I want to renew. ☐ No, I do not want to renew.

Name under which services will be offered:

Name:

Address:

Phone: () _____ Fax: () _____

(It is your responsibility to keep the Board apprised of all address and phone number changes.)

Change of Address (If Applicable)

PART I

LIST ALL RHODE ISLAND LICENSED ARCHITECTS IN RESPONSIBLE CONTROL WHO ACT ON BEHALF OF THE SOLE PROPRIETORSHIP. (Provide attachment for additional names.)

I hereby certify that I am familiar with and agree to comply with the Rhode Island laws and regulations governing the practice for which I am licensed.

Name

Identify Title

RI Lic. No.

Owner

PART II

ANSWER THE FOLLOWING THREE QUESTIONS

1. Number of Employees excluding self: _____
2. Have you or any employee practiced, or solicited architectural work or represented their self as an architect in this State prior to having been licensed?
Yes _____ **No** _____. If yes, please explain briefly on an attachment.
3. Have you or any employee been the subject of a formal or informal hearing or inquiry, complaint, or disciplinary action related to their license to practice architecture in any state since your last renewal?
Yes _____ **No** _____. If yes, please explain briefly on an attachment and indicate the jurisdiction.

PART III

SIGNATURE REQUIRED

I am aware that the Certificate of Authorization may be revoked if any owner or employee of the sole proprietorship violates or causes to be violated any provisions of those laws or regulations governing the practice of architecture in Rhode Island.

Signature: _____

Title: _____

Date: _____



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INSTRUCTIONS FOR SOLE PROPRIETORSHIPS

1. Complete the box in the upper right hand corner indicating whether or not the Sole Proprietorship wishes to renew.
2. Complete Parts I, II, and III.
3. Incomplete renewal application packages will be returned and the correction fee, as indicated on the renewal application, will apply and must be included with the renewal application package.
4. If the renewal application package is postmarked or received after December 31st, the late fee, as indicated on the renewal application, will apply and must be included with the renewal application package.
5. (a) If you are the only employee of the Sole Proprietorship, you are exempt from the renewal fee.
(b) If you are the only employee of the Sole Proprietorship and the renewal application package is postmarked or received after December 31st, you must submit the late fee only, as indicated on the renewal application.
6. Mail the renewal application and appropriate renewal fee(s), if applicable, to this Board.
7. After review and acceptance of the renewal application, the Sole Proprietorship will be sent a renewal letter and a sticker to be placed on the wall certificate that was previously sent with the Sole Proprietorship's initial approval package.



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Rhode Island General Laws

TITLE 5

Businesses and Professions

CHAPTER 5-1

Architects

§ 5-1-15.1 Certificate of authorization for sole proprietorships, partnerships, limited liability partnerships, corporations or limited liability companies. – (a) A sole proprietorship, partnership, limited liability partnership, corporation or limited liability company shall be admitted to practice architecture in this state if:

(1) Two-thirds (2/3) of the partners (if a partnership or limited liability partnership) two-thirds (2/3) of the directors and officers (or shareholders if there are no directors, if a corporation) or two-thirds (2/3) of the managers (or members if there are no managers, if a limited liability company) are registered under the laws of any state or any reciprocal jurisdiction as defined by the National Council of Architectural Registration Boards to practice architecture or engineering;

(2) One-third (1/3) of the partners (if a partnership or limited liability partnership) or one-third (1/3) of the directors and officers (or shareholders if there are no directors, if a corporation), or one-third (1/3) of the managers (or members if there are no managers, if a limited liability company) are registered under the laws of any state or reciprocal jurisdiction as defined by the National Council of Architectural Registration Boards to practice architecture; and

(3) The person having the practice of architecture in his or her charge is himself or herself a partner (if a partnership or limited liability partnership) a director or officer (or shareholders if there are no directors, if a corporation) or a manager (or members if there are no managers, if a limited liability company) and registered to practice architecture in this state.

(b) The board is empowered to require any sole proprietorship, partnership, or limited liability partnership, corporation or limited liability company practicing architecture in this state to file information concerning its partners, shareholders, officers, directors, members, managers, and other aspects of its business organization, upon any forms that the board prescribes.

(c) The practice or offer to practice architecture as defined by this chapter by a sole proprietorship, partnership, limited liability partnership, corporation, or limited liability company subsequently referred to as the "firm", through one or more architects registered under the provisions of this chapter, is permitted provided that the registered architect or architects are in direct control of the practice or exercise responsible control of all personnel who act in behalf of the firm in professional and technical matters; and provided, that the firm has been issued a certificate of authorization by this board.

(d) Within one year after the enactment of this chapter, every firm must obtain a certificate of authorization from this board, and those individuals in direct control of the practice or who exercise responsible control of all personnel who act in behalf of the firm in professional and technical matters must be registered with the board. The certificate of authorization shall be issued by the board upon satisfaction of the provisions of this chapter and the payment of a fee as determined by the board in accordance with § 5-1-11. This fee shall be waived if the firm consists of only one person who is the registered architect. Every firm must file an application for a certificate of authorization with the board on a form provided by the board.

(e) Every certificate of authorization is valid for a period of two (2) years and expires on the last day of December of each even numbered year following its issuance. A separate form provided by the board shall be filed with each renewal of the certificate of authorization. The firm shall complete a renewal form within thirty (30) days of the time any information previously filed with the board has changed, is no longer true or valid, or has been revised for any reason. If, in the board's judgment, the information contained on the application and/or renewal form is satisfactory and complete, the board will issue a certificate of authorization for the firm to practice architecture in this state. The board may require all applicants for renewal to provide the board with information, including but not limited to, a brief outline setting forth the professional activities of any applicant during a period in which a certificate of authorization has lapsed and other evidence of the continued competence and good character of the applicant, all as the board deems necessary.